# TEXAS DEPARTMENT OF CRIMINAL JUSTICE JOB DESCRIPTION

POSITION TITLE: INSPECTOR V -

**General Construction** 

SALARY GROUP: B19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the

essential functions and the conditions required for this position.

APPROVED BY: Cody Ginsel DATE: 03/07/2022

POSITION #: 022274

#### I. JOB SUMMARY

Performs advanced inspection work. Work involves overseeing inspection programs and conducting inspections and quality assurance reviews to ensure compliance with laws, regulations, and agency policies. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

#### II. ESSENTIAL FUNCTIONS

- A. Reviews drawings, plans, and specifications to ensure compliance with project requirements of the general construction phases, agency policies, and codes, standards, and laws; and reviews and informs staff of changes and corrections needed.
- B. Inspects construction projects for quality of workmanship and materials; evaluates and makes recommendations for improvement in operations; and oversees and evaluates inspection records and reports and related correspondence.
- C. Ensures that authorized changes are incorporated into the construction requirements and that proper documentation is prepared.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

#### III. MINIMUM QUALIFICATIONS

- A. Education, Experience, and Training
  - 1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Industrial Technology or a related field preferred. Each year of experience as described below in excess of the required three years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
  - 2. Three years full-time, wage-earning general construction or maintenance experience.

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### B. Knowledge and Skills

- 1. Knowledge of construction procedures, methods, and industry standards regarding the installation of roofing systems, exterior and interior window and door systems, and interior finishing of floor, wall, and ceiling systems.
- 2. Knowledge of state and federal construction safety codes, requirements, and programs.
- 3. Knowledge of structural, electrical, mechanical, plumbing and welding practices, methods, materials and specifications preferred.
- 4. Knowledge of concrete, asphalt, and soil preparation and testing preferred.
- 5. Knowledge of applicable state and federal laws, rules, regulations, and statutes to include Environmental Protection Agency rules, regulations, policies, and procedures preferred.
- 6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 7. Skill to communicate ideas and instructions clearly and concisely.
- 8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
- 9. Skill in problem-solving techniques.
- 10. Skill to review technical data and prepare technical reports.
- 11. Skill to prepare and maintain accurate records, files, and reports.
- 12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
- 13. Skill to read and interpret construction blueprints, drawings, and specifications.
- 14. Skill to organize, assign, and review the work of others.

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## IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, excessive or intermittent noise, dust, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.